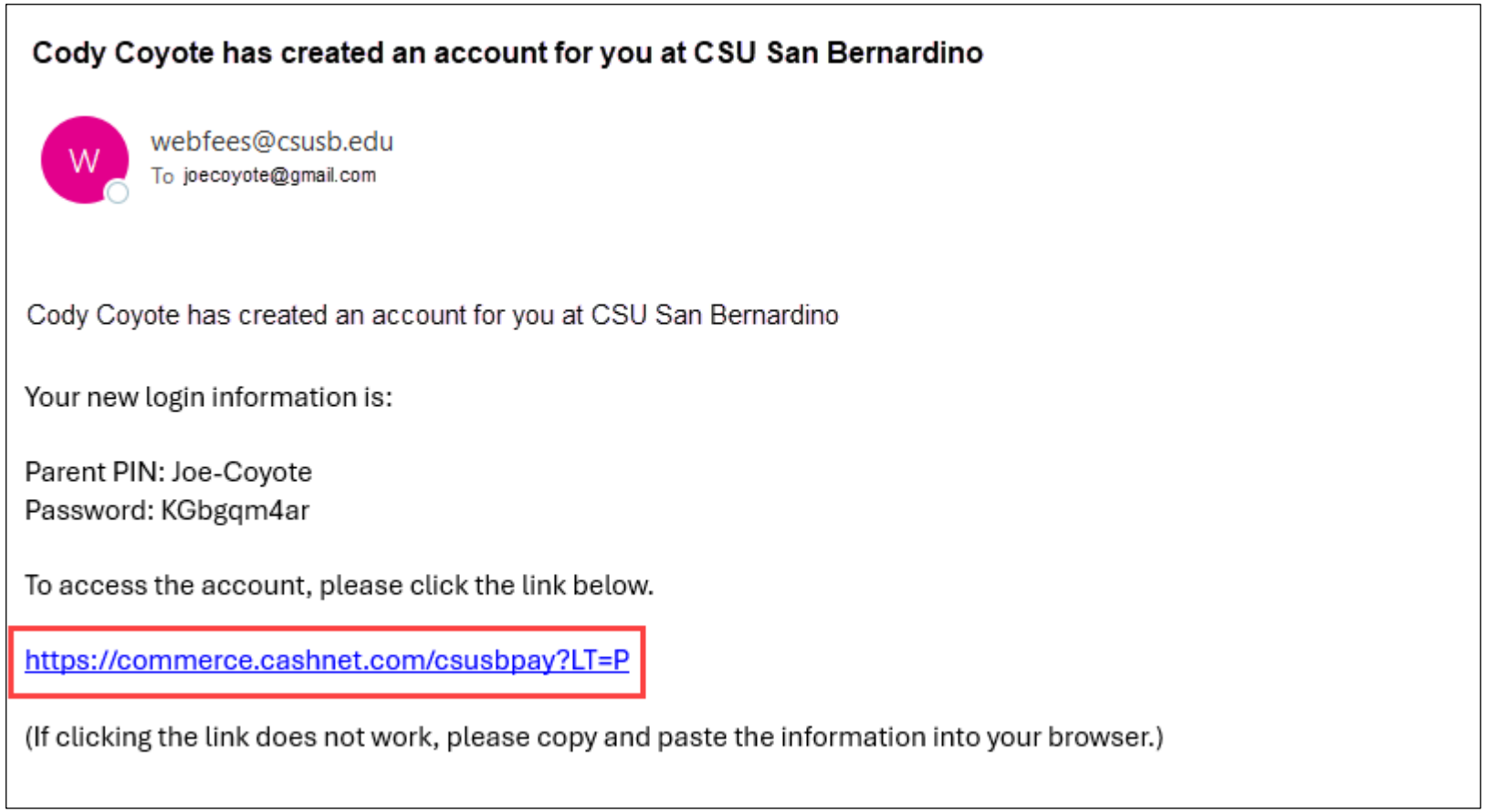
Student Financial Services

MANAGE YOUR ACCOUNT (AUTHORIZED USER)

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Step 1

- Find the email from webfees@csusb.edu and click on the URL to access your account for the first time



Cody Coyote has created an account for you at CSU San Bernardino

W webfees@csusb.edu
To joecoyote@gmail.com

Cody Coyote has created an account for you at CSU San Bernardino

Your new login information is:

Parent PIN: Joe-Coyote
Password: KGbgqm4ar

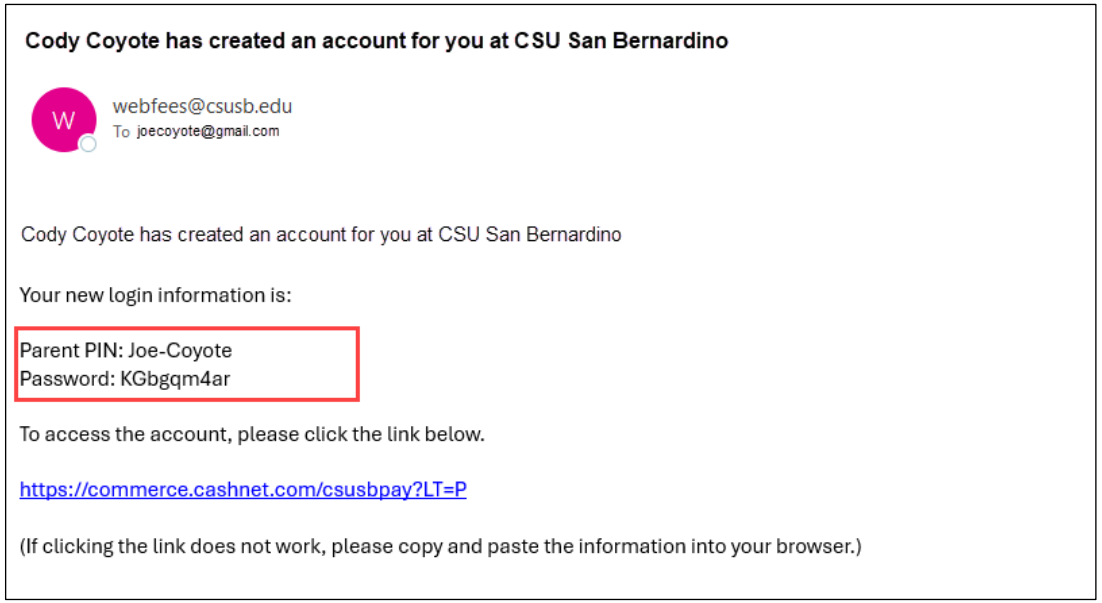
To access the account, please click the link below.

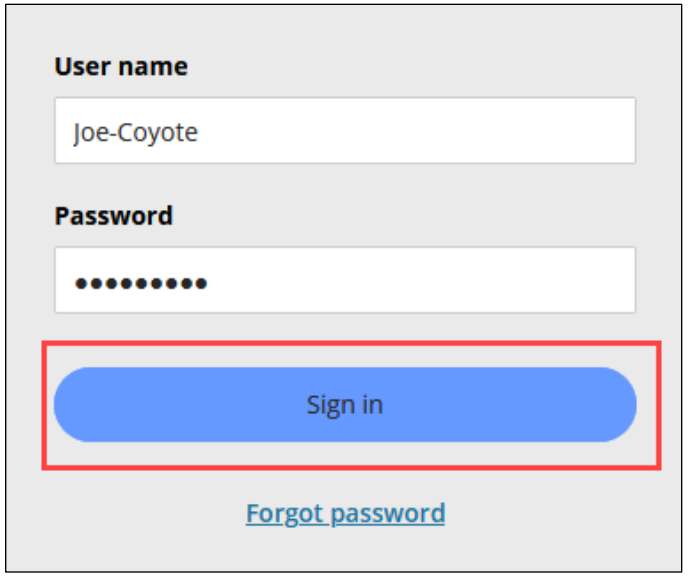
https://commerce.cashnet.com/csusbpay?LT=P

(If clicking the link does not work, please copy and paste the information into your browser.)

Step 2

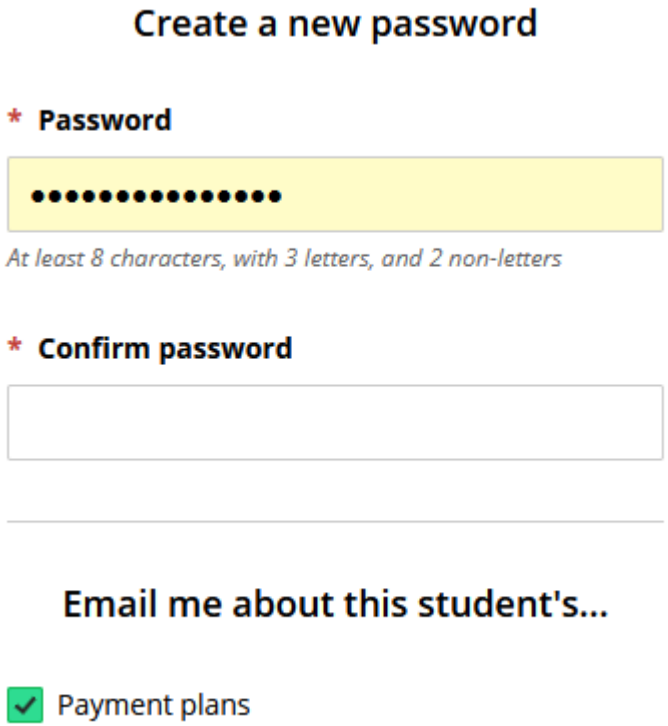
- Enter your **username** (parent pin) and **password**, both located in the email
- Click **sign in**





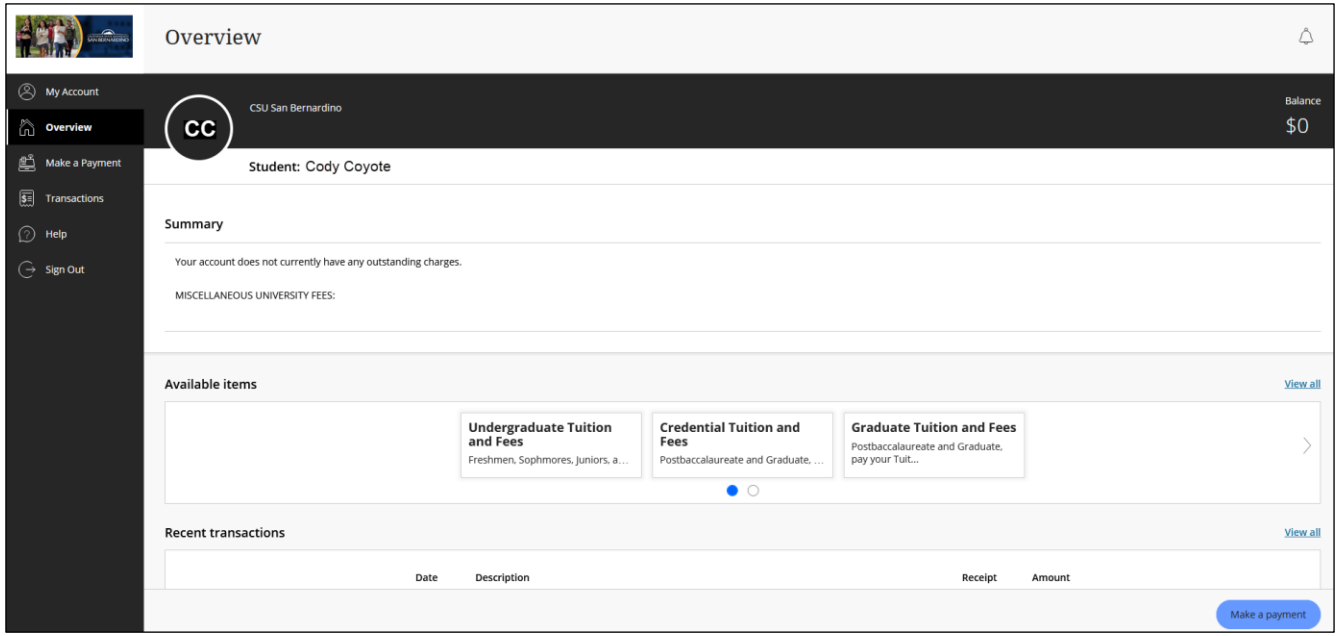
Step 3

- You will be prompted to **create** a new password
- Save or make note of your **password**, as this is the password you will use every time you log in to make a payment
- You can choose to leave the **bottom box** checked or uncheck it
- Click **sign in**



Step 4

- Once signed in, you will have **access** to the payment site
- Note: this does not allow you access to detailed student information, only access to submit a payment on behalf of the student. If additional information is needed regarding the student's account, the student will need to complete a **FERPA** form online through their student portal



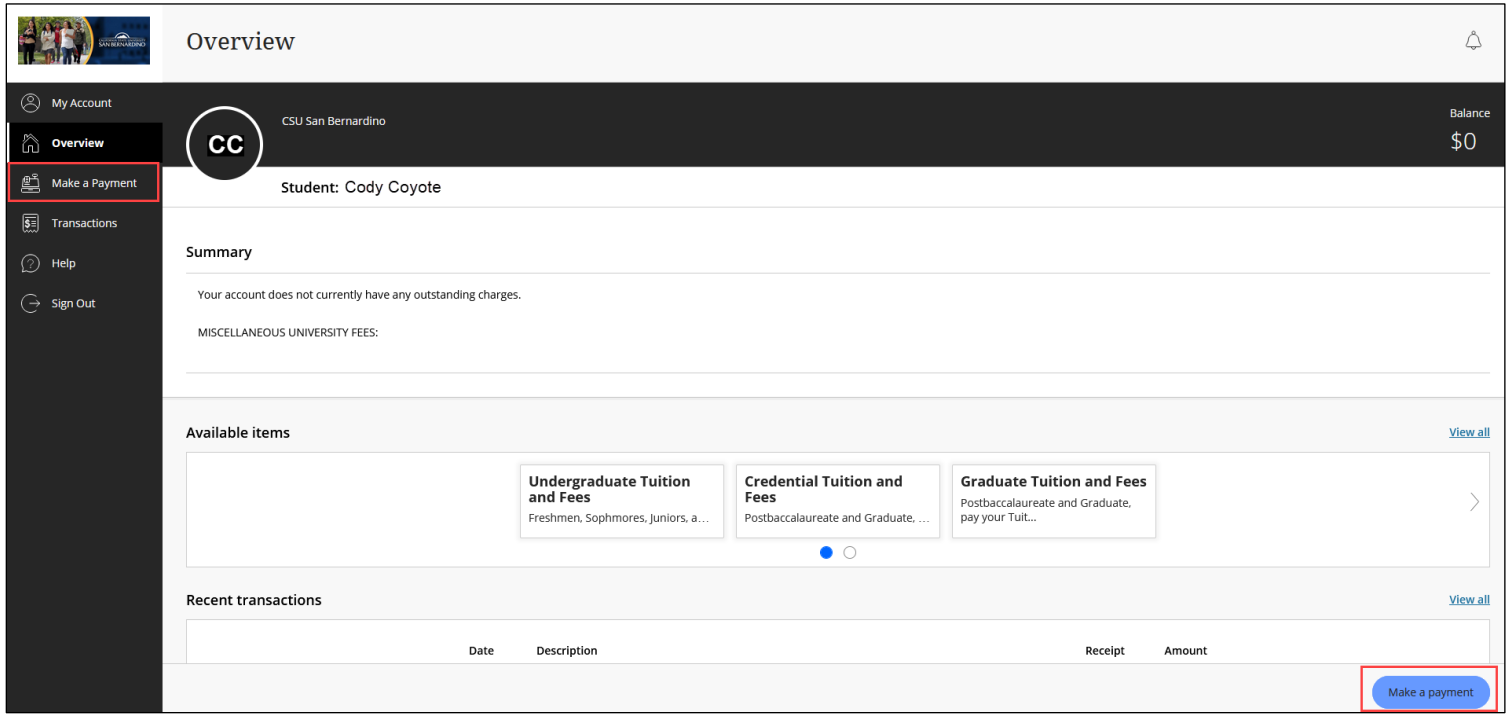
Student Financial Services

MAKE A PAYMENT ONLINE AS AN AUTHORIZED USER

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

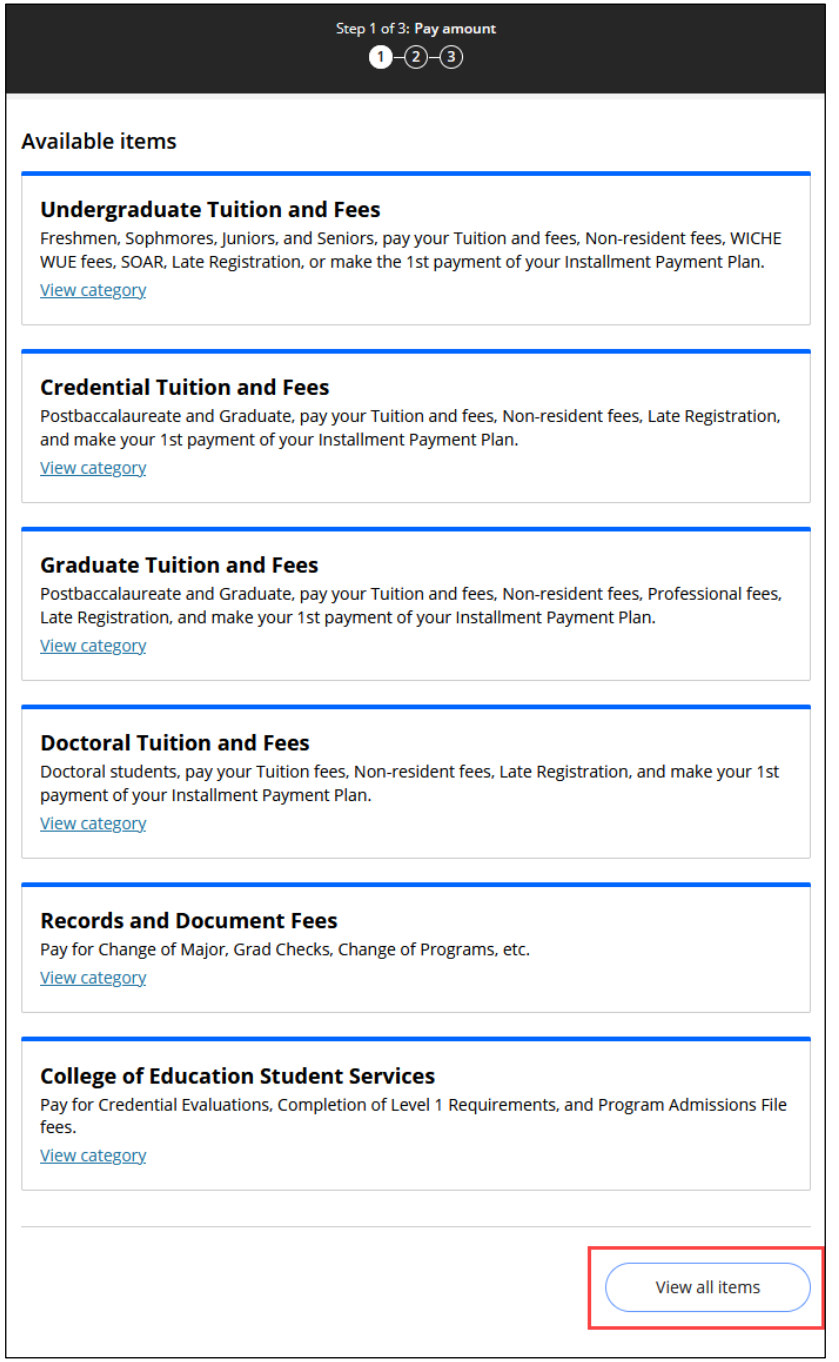
Step 1

- Once on the payment site, click on **Make a Payment** (either on the top left or bottom right of the page)



Step 2

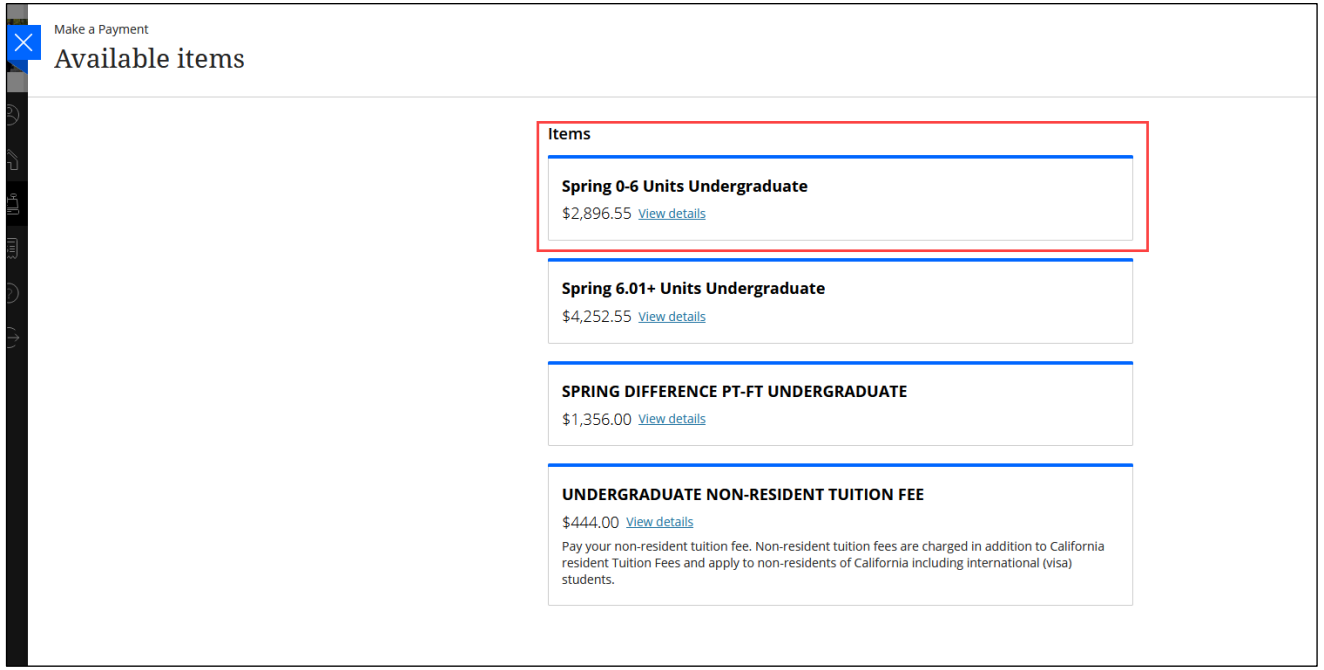
- **Select** the applicable item you wish to pay, or click on **View all items** for a full list of items to pay
- For the purposes of this guide, the example will be using Undergraduate Tuition and Fees



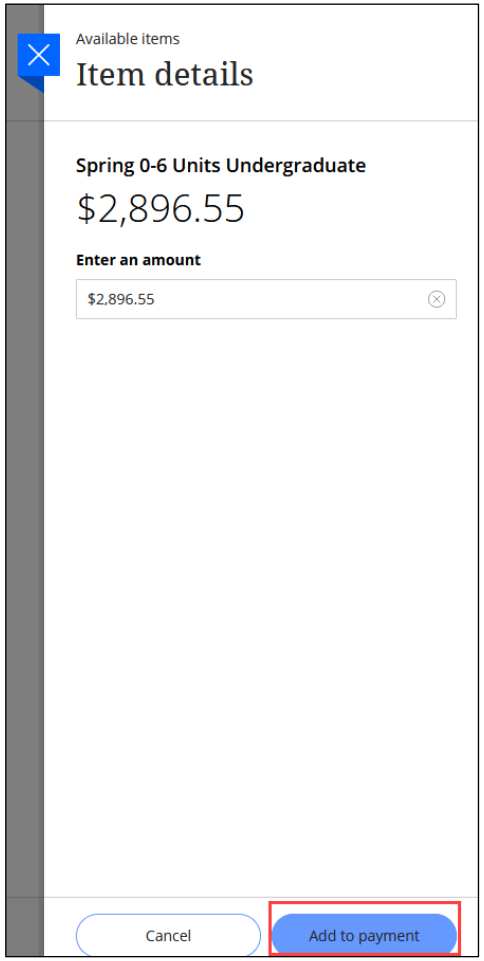
Step 3

- **Select** the applicable item you wish to pay, **add to payment** and select **pay now**

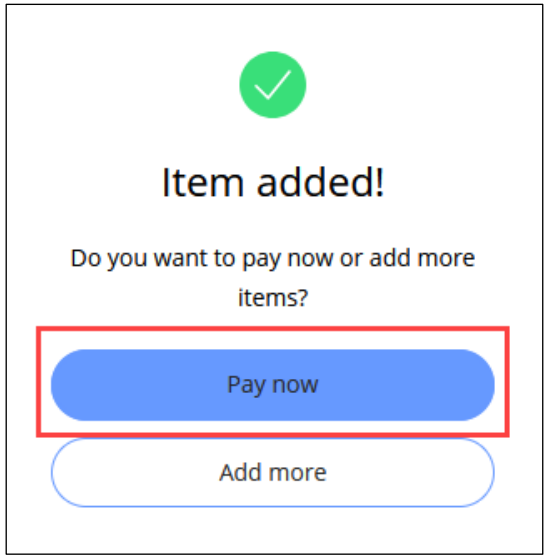
1



2

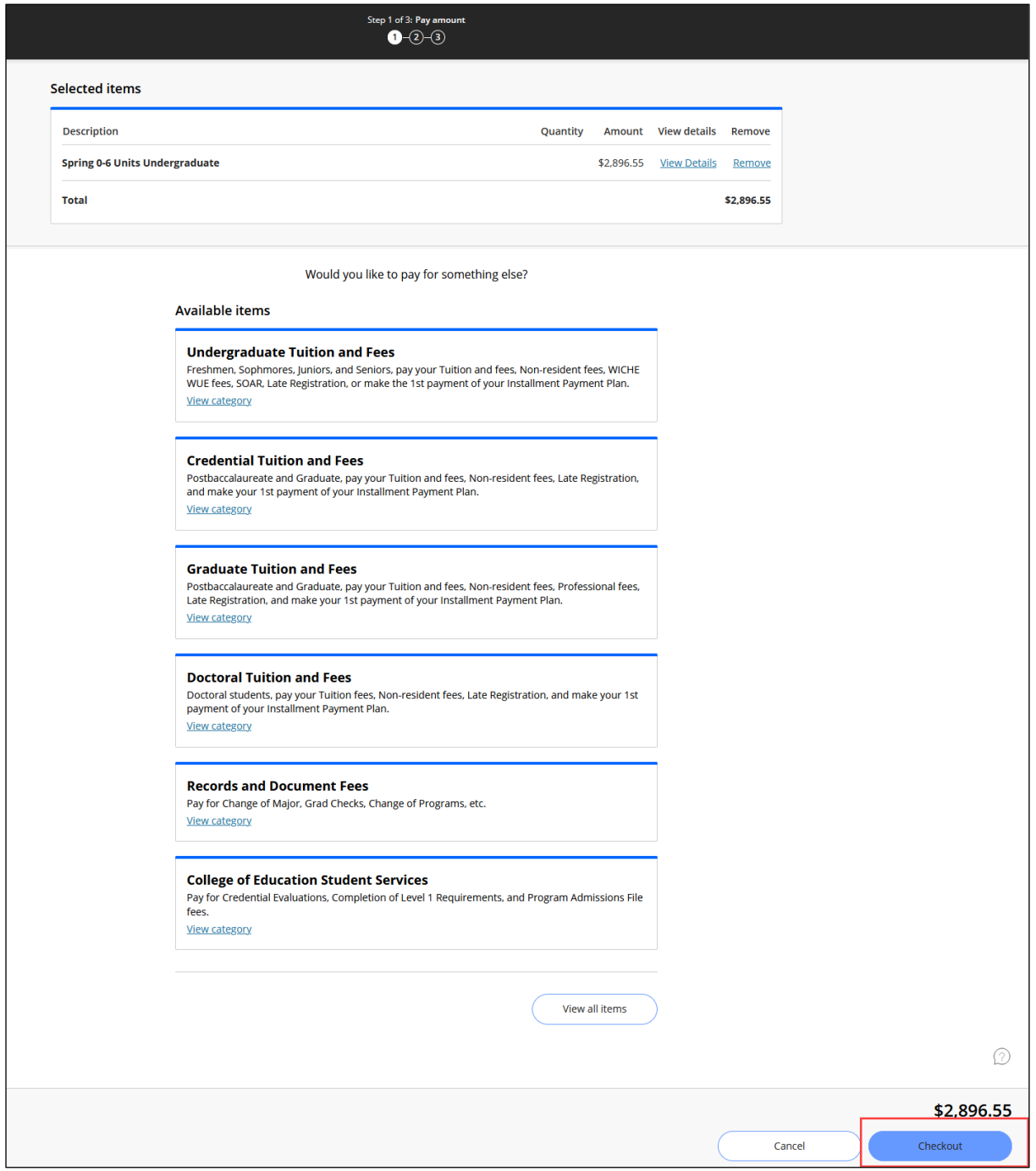


3



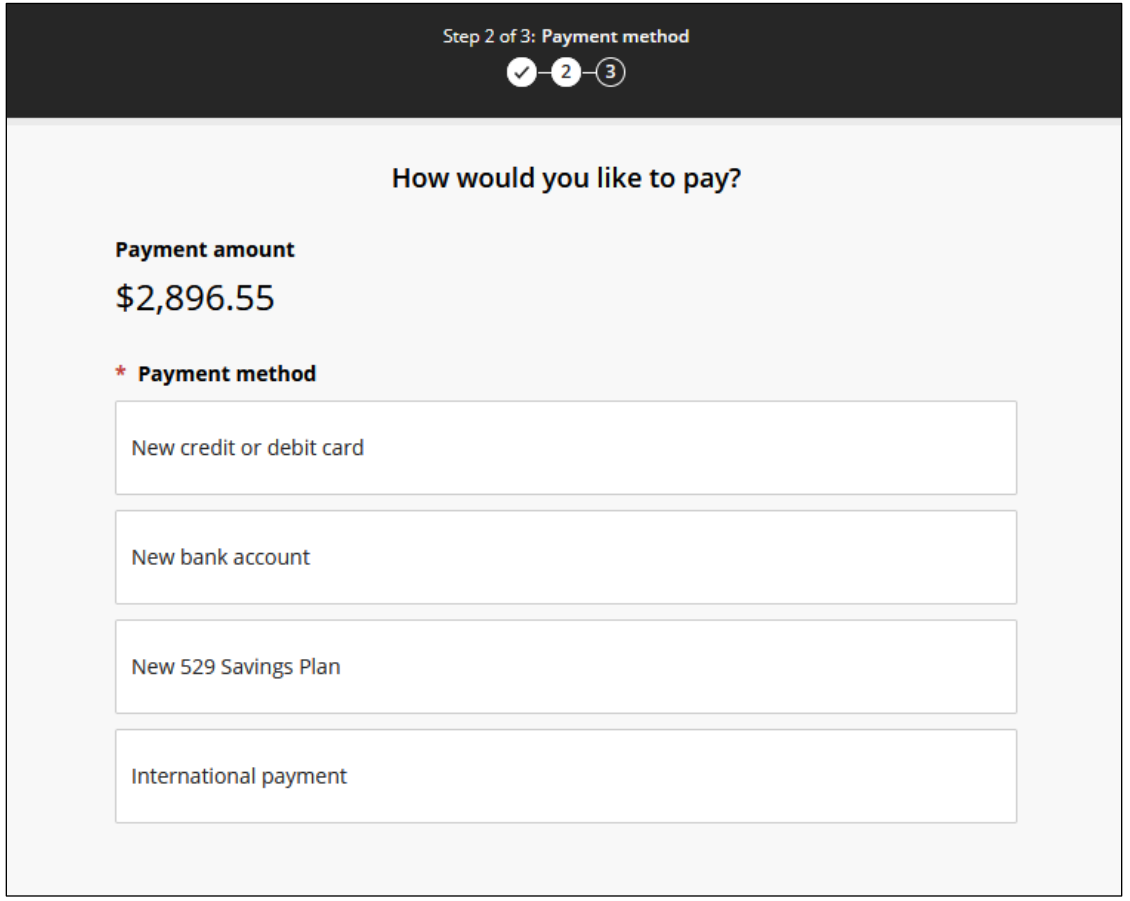
Step 4

- Scroll down and click on **Checkout**



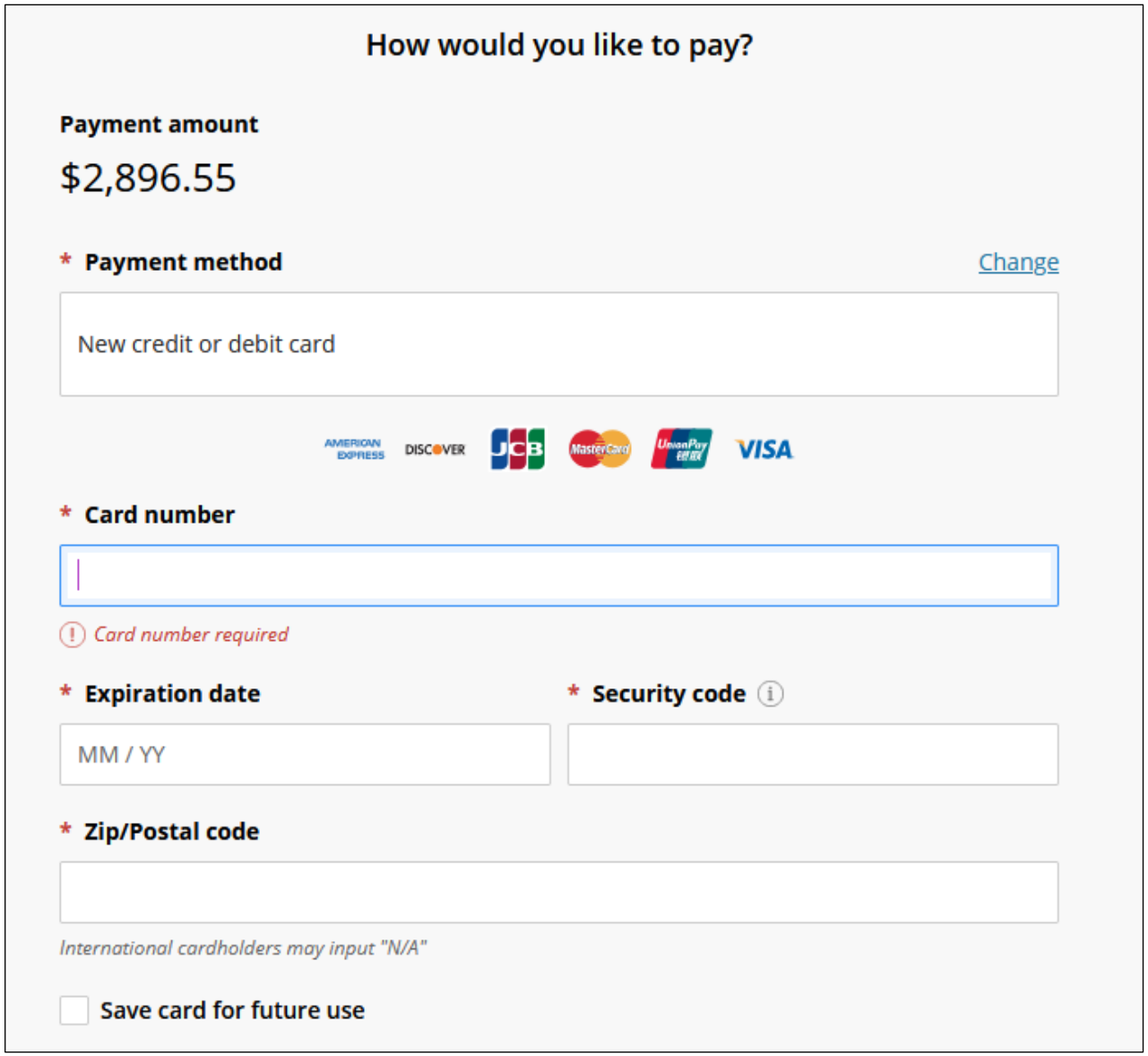
Step 5

- Select your **payment method**



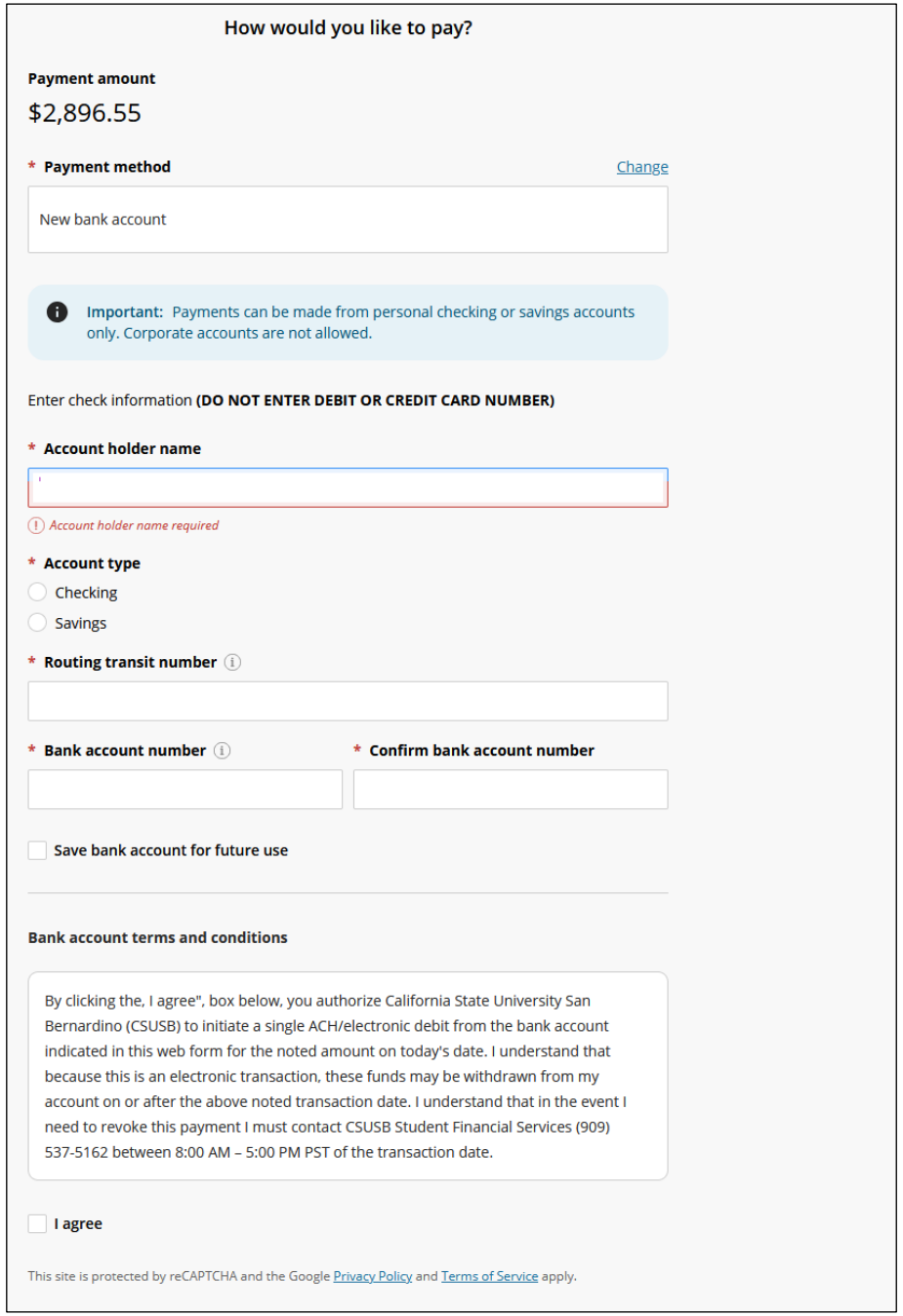
New Credit or Debit Card

- **Enter** all required (indicated by *) information and click **continue**
- **Note:** you can save your card information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)
- **Note:** a non-refundable 2.65% service fee is charged for all online credit/debit card transactions
- **Note:** In person credit card payments are **not** accepted



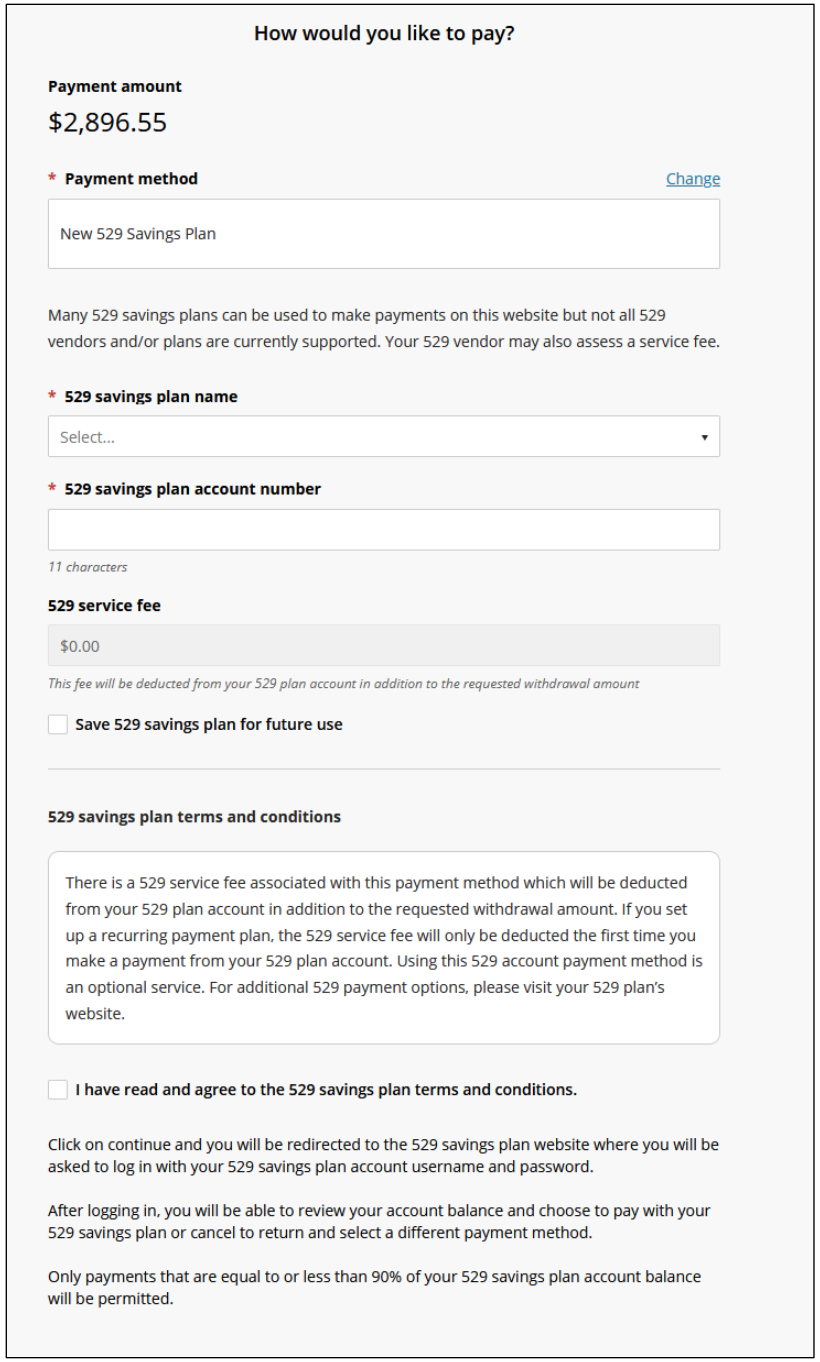
New Bank Account

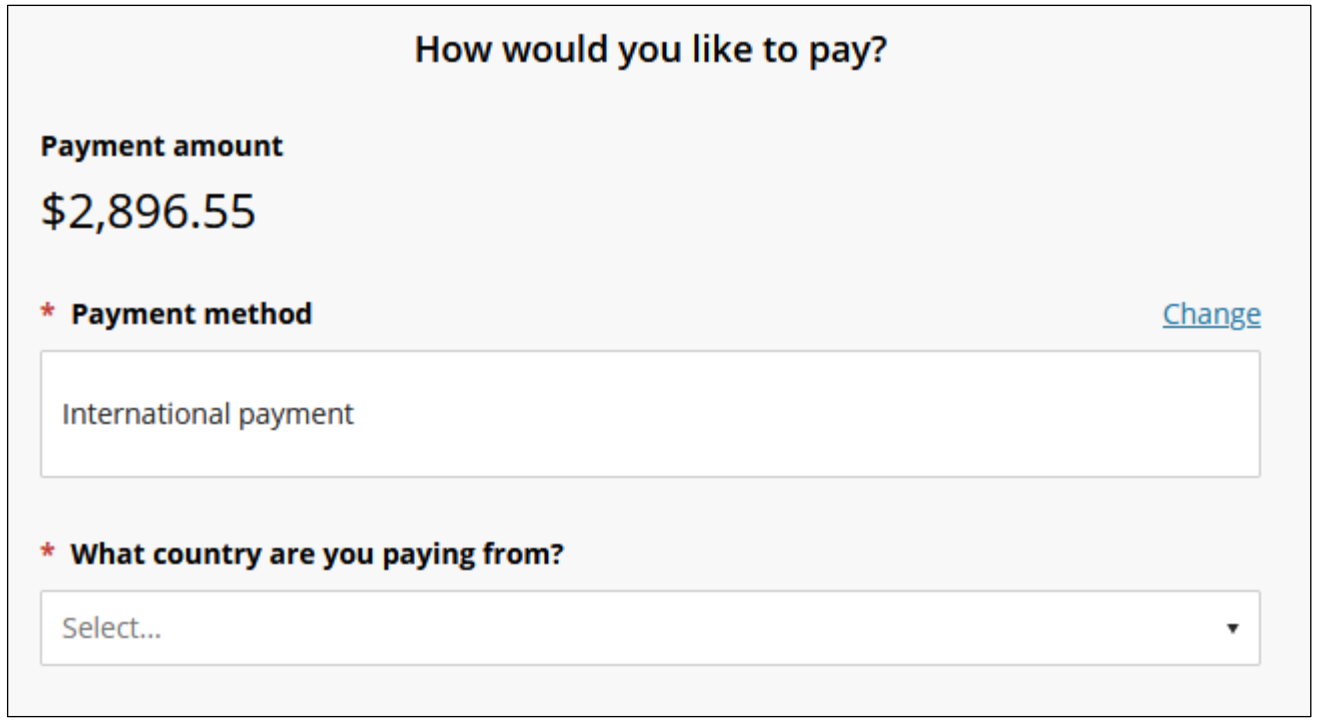
- **Enter** all required (indicated by *) information and click **continue**
- **Note:** you can save your bank account information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)
- **No** service fee charged



New 529 Savings Plan

- **Enter** all required (indicated by *) information and click **continue**
- **Note:** you can save your 529 savings plan information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)



International Payment

- **Select** the country you are paying from and complete all steps required for payment following your selection
- **Note:** international payments may take several days to be received. Please plan your payments accordingly with all payment deadlines